

# VITR=O

## Do's and Don'ts of Grant Writing

Grant writing is a unique skill and can take time to learn. But time is a finite resource and we don't always have time to hone our skills. When we don't have time to spare we rush through the tasks at hand. This can cost you when writing a grant application.

Below is a quick list of some Do's and Don'ts when it comes to grant writing. You want to make it as easy as possible for the funder to understand your organization and your project as they review your application.



### Do's

- Make sure your organization and project are eligible. Read the guidelines in depth before jumping into the application. Unsure if you qualify? Call the funder and have a conversation to gain more clarity.
- Be clear and concise about who you are, what your project is, and what you require funding for.
- Include a project budget WITH verifiable quotes or estimates for all expenses.
- Get a second set of eyes on your work. Have someone review your application to ensure your request is clear and free of any spelling errors.
- Work on your application in a separate document. Many funders use online portals or fillable applications that do not have spell-checking functions or the ability to save your progress. Copy your responses into the application once it's reviewed and finalized.
- Include all the required mandatory documents and make sure they are up to date.
- Save a copy of your submitted application including all the supporting documents, budget and other attachments.
- Request feedback from the funder if your application is not approved.



## Don'ts

- Don't submit an incomplete application.
- Avoid the use of jargon. It's easy to fall into the trap of your sector's abbreviations or acronyms. The funder might not be familiar with your language.
- Don't use estimates, false quotes, or impact numbers you cannot support.
- Avoid adjectives or descriptive words open to interpretation. A significant impact to you might not be a significant impact to another. Show the results and impact rather than describe it.
- Don't include outdated information or organizational documents.
- Don't forget to separate confirmed, pending and in-kind donations in your budget.
- More is not always better. Don't include additional information unless it is asked for. Funders shape their applications the way they do for a reason.
- Don't assume your project isn't a good one if it wasn't approved. Grants are a competitive field.



If you are looking for comprehensive grant writing services contact [info@vitreogroup.ca](mailto:info@vitreogroup.ca)